

# REPORTS INVENTORY

CONTROL NO.

SRB 225C

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

225C D DESIGNEE SPECI HIB

2. TYPE OF REPORT

STATISTICAL  
NARRATIVE  
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL  
☐ LOGISTICS  
☐ MEDICAL  
☐ TRAINING  
☐ SECURITY  
☐ FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

5

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form, computer print-out, etc.)

CP-O

8. ADP PROCESSING

☒ YES  
☐ NO  
IF YES GIVE ADP PROCESSING NO.  
EP225A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (Include lowest level contributing information to report)

OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		.29		1.22		2		2.44

### B. COSTS OF COMPUTER PRODUCED REPORTS

			10.38		2		20.76
--	--	--	-------	--	---	--	-------

TOTAL COSTS PER YEAR

\$ 23.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS  
☐ CHANGE  
☐ DISCONTINUE  
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

DATE OF INVENTORY

28 OCT 1970

Classification

STAT